

# Project Title: Reaccreditation Requirements Reviewer

## Project Description

Reaccreditation Requirement Reviewer reports to Resource Coordinator under the direction of the Accreditation Coordinator and Reaccreditation Steering Committee.

A Reviewer is tasked with making recommendations through mock reviews of requirements. The Reviewer is additionally assigned to help with finalization of all documentation.

There are 91 requirements. The requirements are either narratives/ narratives of examples on specific forms or items (plans, templates, example, etc...) to be uploaded with a cover sheet. As of July 11, 2019 twenty requirements have been reviewed internally by staff. Internal rubric/checklists and coversheets have been developed to assist Reviewers. Additionally all documentation is organized and housed on an internal share-site.

A Reaccreditation Steering Committee meets monthly and is made up of 12 Domain Leads and one Population Health Outcome Lead. Each Leader coordinates completion of their assigned requirements/work. The Reviewer may be asked to assist with completion of aforementioned work.

Linn County Public Health received Accreditation status in 2015 by Public Health Accreditation Board (PHAB). Formal Reaccreditation efforts started fall 2018 and are underway. All requirements are to be reviewed by January 31, 2020. Finalized by February 29, 2020. The Accreditation Coordinator will submit materials to PHAB by end of March 2020.

**Project Start Date** 08/15/2019

**Project End Date** 02/29/2020

**Total Hours to Complete Project** 240

**Type of Education (degree or major) Preferred** Business, Public Health, Writing and Literature

## Skills Required

Must be:

- 1) Able to work independently or with minimal oversight
- 2) Able to maintain communication with supervisor and those connected with reviews.
- 3) Organized.
- 4) Able to use Microsoft word.
- 5) Familiar with using a rubric to assess completeness of required content.

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<b>Driver's License Required</b>	No
<b>Worksite Flexibility</b>	No

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To apply for this project, email a cover letter and resume to [health@linncounty.org](mailto:health@linncounty.org). Include the name of the project title in the subject line of the email.

At this time, all internship opportunities with Linn County Public Health are unpaid.